TIMESHEET OVERVIEW

**SCEIS CENTRAL**

Employees will enter working time in the My Timesheet tile. This Quick Reference Card provides instructions on how to access the My Timesheet tile and understand its layout.

PROCESS

Accessing the My Timesheet Tile

> My Timesheet
> Manage working time
>
> ⏱ 18
>
> Missing Days

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.
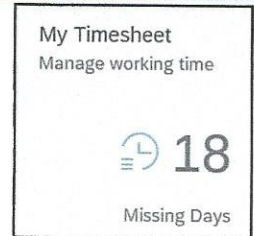
Definition of Missing Days—The number of Missing Days shown on the My Timesheet tile is the number of days that are missing working time in the past five weeks plus the number of days to the beginning of that work week.

For example, if today is Friday, July 13, 2018, the My Timesheet tile will look back five weeks to June 8 and begin counting the number of days that are missing working time from Monday June 4, 2018 (the beginning of the work week) through Friday, July 13, 2018.

Even if only one hour of working time is missing for a day, the My Timesheet tile will count that as a "Missing Day."

Timesheet Layout

The top header includes the My Timesheet tile title and the Back button. Clicking the Back button will move you back one screen.
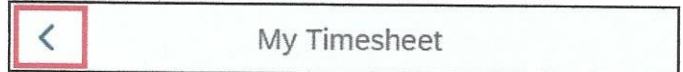
> <   My Timesheet

Calendar

Directly under the My Timesheet title is the calendar. The calendar displays two weeks at a time. It defaults to the current week and the next week.

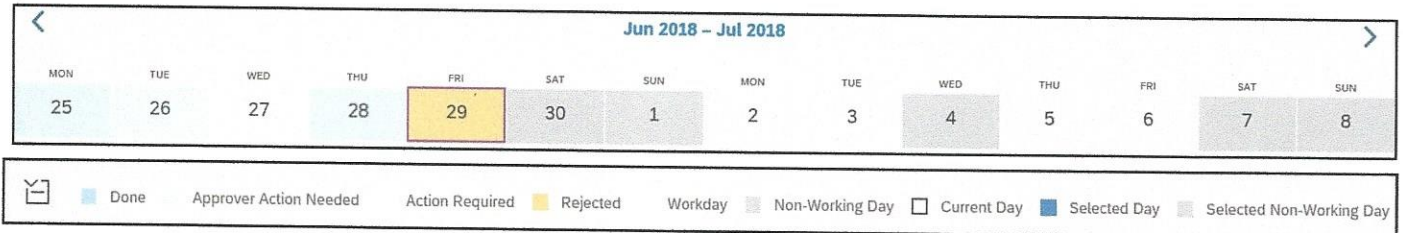1. Click the right arrow to move to the next week or click the left arrow to move to the previous week.

<				Jun 2018 – Jul 2018									**>**
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
25	26	27	28	29	30	1	2	3	4	5	6	7	8

PROCESS

Calendar Legend

The dates in the calendar appear in different colors. At the bottom of the screen, a legend is provided to help you determine the meaning of each color.

Done—Enough time and/or leave has been entered and approved. No further action is required for that day.

Approver Action Needed—There are time entries for that day that are awaiting approval by your supervisor.

Action Required—There is missing time for that day. You will need to submit the appropriate working time or leave to complete the day. Note: The calendar for temporary employees assigned a twenty-four seven work schedule will always show missing time because the system is looking for twenty-four hours of working time per day.

Rejected—At least one time entry has been rejected for that day.

Workday—A scheduled workday according to the work schedule rule in SCEIS.

Non-Working Day—A non-working day according to the work schedule rule in SCEIS. State holidays will appear as non-working days.

Current Day—Current day

Selected Day—A workday you have selected in the calendar.

Selected Non-Working Day—A non-working day you have selected in the calendar. (The date will be dark grey with white font when selected.)

Weekly Totals

Jun 25 - Jul 1	28:00 hours
	2 time assignments
	09:00 hours approved

Total number of hours entered—The total number of hours entered for that week in the format of hours colon number of minutes.

Number of time assignments—The number of different attendance or absence codes used that week.

Total number of hours approved—The total number of hours approved by your supervisor for this week.

PROCESS

Time Assignment Section

The Time Assignment section will list the time entries and approved and posted leave entries made for the corresponding weeks in the calendar.

(1) Time Assignment—The type of working time or leave.

(2) Start Time and End Time—The Start and End Time of time or leave.

(3) Duration—The duration of the time or leave. The format is number of hours colon number of minutes.

(4) Status—Status of the time or leave.

Sent for approval—The time entry is awaiting your supervisor's approval.

Approved—The time entry has been approved by your supervisor.

Rejected—The time entry was rejected by your supervisor.

☐ Time Assignment	Start Time	End Time	Duration	Status
Jun 26 (07:30 hours) **(1)**	**(2)**		**(3)**	**(4)**
☐ Attendance hours	08:30:00 AM	12:00:00 PM	03:30	Sent for approval >
☐ Attendance hours	01:00:00 PM	05:00:00 PM	04:00	Sent for approval >
Jun 29 (07:00 hours)				
☐ Attendance hours Time Rejected	08:00:00 AM	03:00:00 PM	07:00	Rejected >

Action Buttons

In the bottom right corner of the screen you will see the Create, Copy, Delete and Submit buttons. Each button performs a task that will be discussed in detail in other SCEIS Central tutorials.

Create Copy Delete Submit

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**